



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Manila



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers who are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)** to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **09 June 2025, 1:00 PM:**

NAME OF PROJECT	Supply, Delivery, and Installation of Interactive Smart Board for Conferencing and Collaboration
PURCHASE REQUEST/REF. NO.	2025 – 04 – 232
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Two Million Pesos (Php 2,000,000.00) <i>inclusive of taxes and other charges</i>

The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **09 June 2025, 1:00 PM,** to the Information Technology Division (ITDivision@insurance.gov.ph) through the following:

- Jenecis C. Flores, Information Data Analyst I
- Justin J. Buenaventura, Information Systems Analyst II

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, and to reject all Quotations/Bids at any before the contract award without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the government. The IC assumes no responsibility to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

EDWIN CORNELIUS A. LAUZ
Division Manager
Information Technology Division

TERMS OF REFERENCE

DETAILED TECHNICAL SPECIFICATIONS

I. OBJECTIVE

To procure productivity devices equipped with intelligent writing tools, high-definition video conferencing, and wireless content sharing, designed to seamlessly integrate into diverse work environments and support inclusive, efficient, and gender-responsive smart workspaces that empower all employees regardless of gender identity or role.

II. IMPLEMENTATION PERIOD

The supply, delivery, installation, configuration, testing, and commissioning of the device/tool shall be **within thirty (30) calendar days** from receipt of the Notice to Proceed (NTP).

III. SPECIFICATIONS AND SCOPE OF WORK

The contractor shall supply, deliver, install, configure, test, and commission the following units:

Display Size	No. of Units
65" Interactive Display	2 units
75" Interactive Display	1 unit
86" Interactive Display	1 unit
External Omnidirectional Microphone (compatible with the interactive display)	1 unit

The minimum specifications and requirements for each Display unit are as follows:

1.0 General Requirements	
1.1	All-in-one terminal which includes: <ul style="list-style-type: none">- Interactive Panel- Video conference codes- Built-in speaker, microphone and camera- Open Pluggable Specification (OPS) module
1.2	System configuration: 8 core CPU, 8 GB RAM, 64GB Flash
1.4	Floor standing (with roller)
1.5	With remote control
1.6	With compatible USB Type-C dongle for wireless screen sharing
1.7	With two (2) stylus pen
1.8	D-LED touch screen, 4K60 resolution
1.9	Zero-gap bonding
1.10	Supports anti-glare (AG)

1.11	Automatically adjusts screen brightness based on light sensing
1.12	Optical anti-blue light that protects eyes and doesn't change color (Authentication certificate must be submitted together with the bid documents and will be subject to verification)
1.13	Screen protection up to physical toughened Mohs 7
1.14	The color gamut is not less than 85% NTSC
1.15	Typical contrast ratio: 1200:1. Typical brightness: 350 nits
1.16	Screen response time: 8ms
1.17	Touch accuracy: ± 1 mm
1.18	Supports 20 touch points
2.0 Camera Requirements	
2.1	4K30 built-in camera
2.2	Horizontal viewing angle: 80°, vertical viewing angle: 50°
2.3	Built-in privacy cover to physically close the camera
2.4	Auto-framing automatically adjusts the camera based on the location of the participants. The camera displays all participants in a panoramic view and ensures that the participants are displayed in the center
2.5	Speaker tracking, automatically switch to the close-up picture of speaker without manual intervention
3.0 Microphone Requirements	
3.1	At least 6 built-in microphone arrays
3.2	Sound pickup radius of at least 12 meters and 180° sound pickup angle
3.3	20 kHz full-frequency audio pickup, sampling frequency: 48 kHz
3.4	Acoustic echo cancellation (AEC), automatic gain control (AGC), automatic noise reduction (ANR)
4.0 Speaker Requirements	
4.1	Two built-in speakers, frequency response range:100Hz-20KHz, total power not less than 40W
5.0 Interface Requirements	
5.1	Video In: 1 x HDMI 2.0 (4K60)
5.2	Video Out: 1 x HDMI 2.0 (4K60)
5.3	Audio In: 1 x 3.5mm
5.4	Audio Out: 1 x 3.5mm
5.5	1 x Omni-directional microphone port, support the cascading of two microphones
5.6	3 x USB Type-A 3.0, support USB flash drive, mouse, keyboard, microphone, speaker, remote control, and wireless dongle for projection
5.7	1 x USB Type-C, support USB flash device, wireless dongle for projection
5.8	1 x 10/100/1000M RJ45 port
5.9	1 x COM port (RJ45)
5.10	1 x OPS slot for PC module
5.11	Wi-Fi 5 and Wi-Fi 6, IEEE802.11a/b/g/n/ac/ax network protocol
5.12	Wi-Fi 2.4 GHz and 5 GHz dual band. Wi-Fi hotspot and Wi-Fi client can be enabled at the same time
6.0 OPS Module Requirements	

6.1	The performance should be no less than I5-10500, 8G DDR4, and 128G SSD
6.2	Interface: Video out: 1 x HDMI 1.4, 1 x DP 1.2 Audio in: 1 x 3.5mm Audio out: 1 x 3.5mm USB: 3 x USB Type-A 3.0, 3 x USB Type-A 2.0
6.3	Windows 11 enterprise operating system
7.0 Remote Controller Requirements	
7.1	Remote control that controls the volume, speaker on/off, microphone mute/unmute, camera open/close, previous/next page
8.0 Whiteboard Requirements	
8.1	Writing latency, no more than 16ms
8.2	The built-in whiteboard supports handwriting, drawing, erasing, marking, saving, zooming, and locking the whiteboard. The background color can be changed
8.3	The whiteboard supports page turning up to a maximum of 100 pages are supported
8.4	Selectable pen type: pencil, pen, and highlighter. Pen color: color palette
8.5	Full-screen annotation and can take a screenshot of any screen to enter the whiteboard annotation
8.6	The contents of the whiteboard can be saved locally and edited when opened for the second time, saved in an external USB flash memory, sent to an email
8.7	When writing on the electronic whiteboard, the hand-drawn graphics can be recognized as standard geometric figures, and the hand-written text can be recognized as standard printed text
9.0 Projection Requirements	
9.1	Wired projection through HDMI cable and projection resolution supports up to 1080p 60fps and 4K 30fps
9.2	Wired projection through USB Type-C cable and projection resolution supports up to 1080p 60fps and 4K 30fps. If PC is projected to the device, the device can control the PC reversely without extra cables
9.3	Wireless projection by entering the projection code on the mobile phone and PC. Projection resolution support up to 1080p 60fps and 4K 15fps. If PC is projected to the device, the device can control the PC reversely
9.4	Wi-Fi Direct projection. Users do not need to configure a Wi-Fi router or change the network of their mobile phones or PCs during screen projection. Projection resolution: up to 1080P 60fps and 4K 15fps. If PC is projected to the device, the device can control the PC reversely
9.5	Support wireless dongle for one-click projection for PC. Projection resolution: up to 1080p 60fps or 4K 15fps. The device can control the PC reversely
9.6	DLNA projection, during projection, user can use mobile phone to perform other tasks
9.7	Allows users to project through menus on the mobile phone without projection application (APP)
9.8	Allows users to use the same projection APP to project screens to OPS Windows
9.9	NFC projection, user only need to place his mobile phone close to the NFC sensing area of interactive board.

10.0 Third-party Video Conference Requirements	
10.1	Supports third-party video conference APP
10.2	Can use the camera, microphone and speaker for third-party video conference APP
10.3	Can use the camera auto-framing and voice tracking features for third-party video conference APP
11.0 Openness Requirements	
11.1	Android apps can be installed
11.2	Support APP store dedicated to large screens device
11.3	Supports Application Programming Interface (APIs) (third- party applications can perform registration, conference call, conference control, configuration query, and address book query based on the APIs)
12.0 Special Features	
12.1	Multi-window: The desktop can be divided into two windows that display two applications. User can change the size of the two windows by dragging
12.2	Supports Bring Your Own Meeting (BYOM) device hardware capabilities such as microphones, cameras, speakers, and touchscreens can be easily used as peripherals for 3rd party conferences on PC, by using Type-C cables, projection app, or wireless dongle
12.3	Information window without OPS module, which plays one or more images cyclically. Users can customize images directly on the device or for multiple devices on the management platform
12.4	Welcome page without OPS module, the welcome page should contain text (font can be edited) and pictures (can be customized)
12.5	Users can quickly customize applications on the home page. Common applications can be placed on the home page for quick search. At least six applications can be configured on the home page
12.6	Supports dynamic wallpapers and static wallpapers. Wallpapers can be changed and imported
12.7	Clone screen content to another screen via HDMI cable
12.8	The built-in operating system and the OPS module Windows operating system can use the same network cable to access the network
12.9	Network bridge function for terminals that connect to the device through Wi-fi. The function can be disabled
12.10	The IP address can be retained after factory settings are restored
12.11	Online upgrades based on the over the air (OTA) technology
13.0 Security Requirements	
13.1	The password of web portal must comply with complexity. It must contain at least three types of the following characters: letters, digits, and special characters. And the password must contain at least eight characters
13.2	The CA certificate can be replaced
13.3	802.11a/b/g/n/ac/ax protocols and WPA2 authentication
13.4	Support protocols: TCP/IP, RTP, RTCP, DHCP, DNS, SMTP, SNTP, SSH, HTTP, HTTPS, and TR-069
13.5	With Common Criteria (CC) Evaluation Assurance Level [EAL] 5+ Security Certification

14.0 The contractor must be an Authorized Seller/Re-seller of the brand being offered (certificates must be submitted together with the bid documents and will be subject to verification).
15.0 During the warranty period, technical support shall be available 8:00 am to 5:00 p.m., Mondays to Fridays. Technical support may be delivered in the form of a telephone call, electronic mail, and/or on-site support as requested by the IC.
16.0 During the warranty period at no additional cost to the IC, defective parts/accessories of the subject device shall be replaced, with the same or better brand, model features, quality, and functionalities if the same is not repaired within the allowable resolution time with a maximum of fifteen (15) calendar days.
17.0 The contractor shall provide user's manual of the device/tool in soft copy, including information in the deployment, system resource/overhead requirements of the software/IT equipment employed in the project, as well as procedures for installation, uninstallation, configuration, integration, and usage, within the period.
18.0 The contractor must have a certified specialist for the proposed Interactive Display (certificates must be submitted together with the bid documents and will be subject to verification).
19.0 The contractor shall conduct a comprehensive training session on the proper use of the interactive display, including a demonstration of its features and functionalities.

20. Inclusivity and Gender Sensitivity

The Supplier must ensure that the products offered meet standards that support an inclusive, gender-sensitive work environment. The Interactive boards must feature:

- Built-in security and privacy features (e.g., privacy camera shutters) to enhance user protection, particularly against gender-based cyber risks.
- Accessibility features that enable use by persons with disabilities.
- Low blue light certified displays to promote health and well-being for all users.

21. Technical Support Availability

The supplier must provide free technical support (remote or on-site as necessary) during the entire warranty period. Support must include troubleshooting, diagnostics, repair, or replacement of defective hardware components from authorized service centers with global repair coverage.

22. Response Time

The supplier shall respond to technical support requests within 24 hours from notification and provide a resolution or update within a maximum of 72 hours.

23. On-Site Support

If the issue cannot be resolved remotely, the supplier must provide on-site technical assistance at no additional cost within 48 hours from issue escalation.

24. Help Desk Contact

The supplier shall provide a dedicated support contact (phone and email) during office hours and 24/7 for critical issues.

25. Replacement of Defective Units

In the event that the unit cannot be repaired within a reasonable time, the supplier shall provide a temporary replacement unit or a new unit of equivalent or better specifications at no cost.

26. Software Support

Technical assistance shall also include support for pre-installed software related to the operation of the unit.

IV. SERVICE LEVEL AGREEMENT

The IC shall maintain a Service Level Agreement with the contractor, with provisions for liquidated damages as indicated below for their non-compliance. Liquidated damages shall be charged against any money due or which may become due to the contractor, or collected from any securities or warranties posted by the contractor.

Component	Description	Liquidated Damages
Supply, delivery, installation, configuration, testing, and commissioning of the device/tool	The contractor shall supply, deliver, install, configure, testing, and commission of two (2) units of 65" display, one (1) unit of 75" display, and one (1) unit of 86" display within thirty (30) calendar days from the receipt of the NTP.	1/10th of 1% of the contract price for each unit for the undelivered portion shall be imposed per day of delay.

V. WARRANTIES OF THE SUPPLIER

- The supplier warrants that it shall strictly conform to the terms and conditions of these Detailed Technical Specifications.
- The supplier warrants that the technical staff assigned are qualified to provide the deliverables required to the satisfaction of the IC.
- The supplier shall secure, maintain at its own expense, all registration, licenses, or permits required by national or local laws and shall comply with the rules, regulations, and directives of regulatory authorities and Commissions.
- The supplier's technical staff assigned to support the IC shall take all necessary precautions for the safety of all persons and properties at or near their area of work

and shall comply with all the standards and established safety regulations, rules, and practices.

- e) The supplier's technical staff assigned to support the IC shall coordinate with the Information Technology Division (ITD) in the implementation of this project.
- f) The supplier shall be liable for loss, damage, or injury caused directly or indirectly through the fault or negligence of its technical staff assigned. It shall assume full responsibility, therefore, and the IC shall be fully released from any liability arising therefrom.
- g) The supplier shall neither assign, transfer, pledge, nor subcontract any part or interest in the contract being bid out.
- h) The contractor shall identify the certified technical staff who will be given authority to access and operate the specified equipment. The IC, through the ITD, shall be informed within five (5) calendar days, through a formal notice, of any change or replacement of technical staff assigned.
- i) The contractor shall provide **a two (2)-year comprehensive warranty**, which shall include technical support, provision of the service unit, parts replacement for the hardware/appliance, and preventive maintenance. The warranty period shall commence upon issuance of the certificate of acceptance by the ITD.

GENERAL CONDITIONS

1. All quotations must be typewritten on the company's letterhead or in an accomplished Reply Slip (Template Attached), duly signed by the company's authorized representative.
2. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **09 June 2025, 1:00 PM**, to the Information Technology Division (ITDivision@insurance.gov.ph) through the following:
 - Jenecis C. Flores, Information Data Analyst I
 - Justin J. Buenaventura, Information Systems Analyst II
3. ***Certified True Copy of the supplier's Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Signed and Notarized Omnibus Sworn Statement (Template Attached), and Latest Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. Necessary certifications stated in the Technical specifications and product data sheets/brochures must also be submitted.
5. All quotations shall be considered fixed prices and not subject to price escalation during contract implementation.
6. The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any before contract award without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the

government. The IC assumes no responsibility to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

EDWIN CORNELIUS A. LAUZ
Division Manager
Information Technology Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the **Terms of Reference (TOR)** for the Small Value Procurement (SVP) for the **Supply, Delivery, and Installation of Interactive Smart Board for Conferencing and Collaboration**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	65" Interactive Display	2	units		
2	75" Interactive Display	1	unit		
3	86" Interactive Display	1	unit		
4	External Omnidirectional Microphone (compatible with the interactive display)	1	unit		
TOTAL BID PRICE, Pesos :					
Plus 12% RVAT :					
OVERALL TOTAL BID PRICE PHP :					

Total Amount in Words :

_____ (PhP)

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

Certified copies of the following documents are likewise enclosed:

- Valid PhilGEPS Registration Certificate;
- Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;

- Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- Latest Income/Business Tax Returns (ITR).

Signature Over Printed Name of
Supplier/Authorized Representative

Position :

Date :

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]